

Principal: Creating KTIP Observation Caseloads

Quick Reference Card

CIITS: Creating KTIP Observation Caseloads

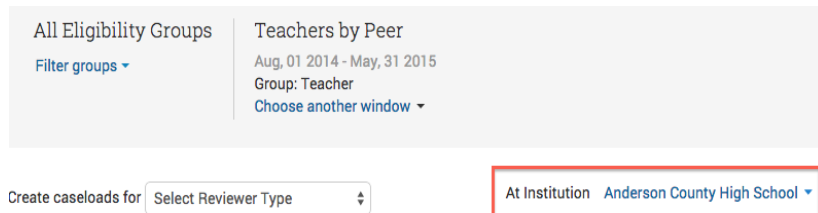
Users permissioned with Caseload Manager, and Leadership, can use the Caseload Manager to create observation assignments for KTIP Resource Teachers to observe KTIP Interns. This QRC is specific to KTIP observations in order to allow Principals to view the results.

Create an Observation Caseload

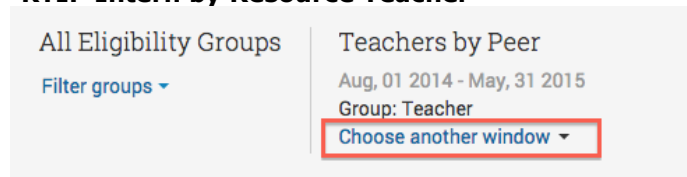
1. Roll your cursor over Educator Development on the navigation bar and click **Caseload Manager**



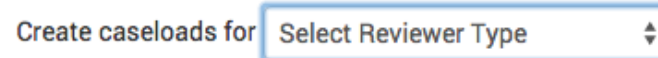
2. The institution will default to your CIITS default institution. Confirm that the correct institution is selected. If you are permissioned at multiple schools, use the institution drop-down selector to change institutions



3. Click **Choose another window** then click the window called "KTIP Intern by Resource Teacher"



4. Use the **Reviewer Type** drop-down to select which user type will be conducting the Site Visit (Principal, Peer) **IMPORTANT: Select "Principal" in the drop-down menu to ensure that Principals are able to view the results of this KTIP observation.**



5. Click **Add New Reviewer** and type the last name, first name of the Observer

Reviewers



6. In the right menu, select (check) the intern(s) that you would like to add to this observer's caseload

Educators

| Type to filter | | |
|--|-----------|------|
| <input type="checkbox"/> Name | Observers | ID # |
| <input checked="" type="checkbox"/> ADKINS, MARY | 0 | |
| <input type="checkbox"/> ATHA, EDITH | 0 | |
| <input checked="" type="checkbox"/> BARKS, AMY | 2 | |
| <input type="checkbox"/> BARNES, ASHLEY | 0 | |
| <input type="checkbox"/> BUCKMAN, STEPHANIE | 1 | |
| <input checked="" type="checkbox"/> COSLOW, ASHLEY | 0 | |
| <input type="checkbox"/> CURRY, KAITLYN | 0 | |

7. Once you have selected/checked all of the principals for this reviewer, click **Add Selected** to add them to the caseload

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Derek Jones

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Add Selected

Removing KTIP Interns from a Caseload

1. Expand the reviewer screen to display the KTIP Resource Teacher's full caseload

Reviewers

Add Reviewer

Type to filter

EVANS, JONES

Add Selected

23

ABERNATHY, MATTHEW

Add Selected

4

2. Click the delete icon (trashcan) next to the name you would like to remove from the caseload

Anderson, Teacher

Add Selected

1

Peer Observer

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Derek JonesAnderson County High S...